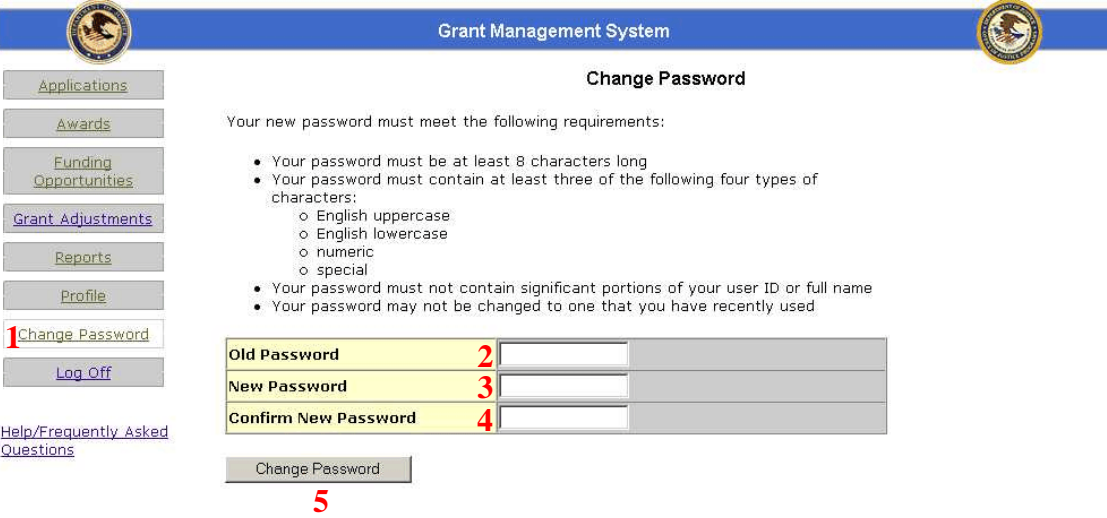| Description	Screen
Welcome to the "**Applicant Procedures (AP)**" for the "**OJP Grants Management System.**" These Job Aids will guide you through the procedures for using the on-line grant system. If you have additional questions, please contact the Help Desk at 1-888-549-9901 or send an email to: ojp@ojp.usdoj.gov OJP Welcome Page 1) Click on **"New Applicants click here first"** to view instructions to better assist you in navigating through the system. 2) Click on **"GMS Sign-In"** to go to the **"Applicant Sign In"** page of the GMS, if you already have an account on the **"Grants Management System."** 3) Click on **"New User? Register Here"** to go to the **"Registration Information"** page. On this page you will create a user profile and open an account in the system. You can also reach the **"Registration Information"** page by clicking on the **"First Time User"** link on the **"Applicant Sign In"** page. See Job Aid AP-3 for help on the **"Registration Information"** page. 4) Click on **"LLEBG Sign-In"** to sign in for the Local Law Enforcement Block Grants Program. 5) Click on **"SF269 Sign-In"** to access the OJP Financial Reporting system 6) Click on **"Home"** to load the OJP main home page.	Office of Justice Programs Welcome to the Grants Management System 1 New Applicants Click here first for Training Material 2 GMS Sign-In 3 New User? Register Here 4 LLEBG Sign-In 5 SF269 Sign-In 6 Home

GMS – Applicant Procedures
Applicant - Forgotten Password (AP-20)

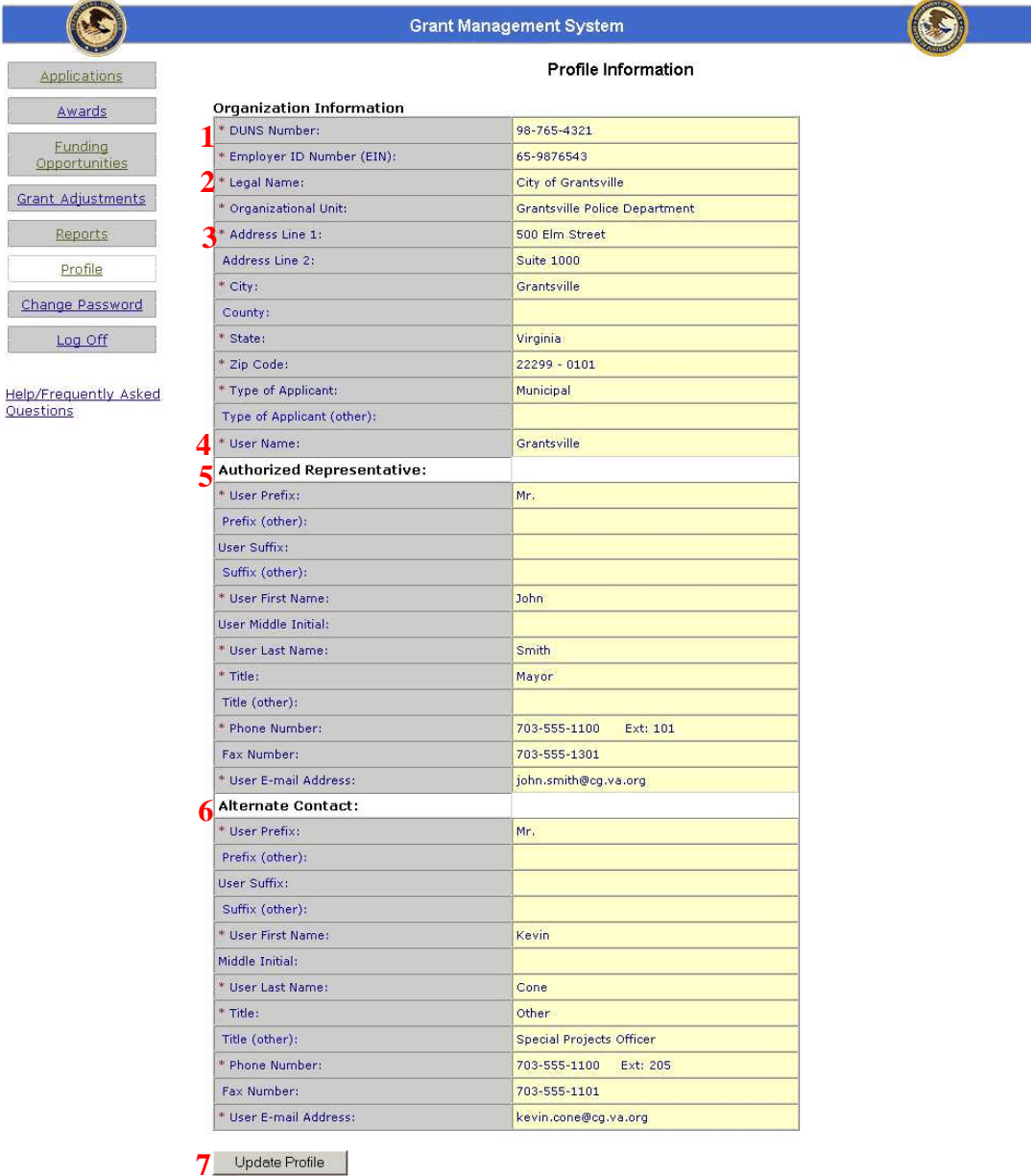| Description	Screen
Forgotten Password Screen: use this screen to assist you if you have forgotten or misplaced your password. 1) Click on the **"Forgotten your password?"** link at the bottom of the **"Applicant Sign In"** page. A new window will appear on the screen. 2) Fill in the mandatory fields on the screen and the GMS Support Office will call you with further assistance. Or if you prefer, you may call the GMS Hotline at 1-888-549-9901. 3) Select your **State** from the pull down menu. 4) Enter your **Email** address as it appeared on your user registration. 5) Click the **"Email"** button to send the information to GMS and the click **"Close Window"** to close the window. Wait for GMS to contact you via telephone with your password	 Grant Management System **Applicant Sign In** User ID: Password: Sign In First Time User? Forgotten your password? **1** NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. Privacy, Security and Disclaimers **Forgotten Password - Netscape** File Edit View Go Communicator Help **Forgotten your password?** Enter the information requested and the GMS Support Office staff will call you with further assistance. If you prefer, you may contact the GMS Hotline at 1-888-549-9901 option 5 for a new password. *Mandatory fields **2** * First Name * Last Name * Phone - - Ext: * Organization * City * State Select a State **3** * Email **4** **5** Email Close Window

GMS – Applicant Procedures
Applicant - Main Screen Change Password (AP-19)

Description	Screen
Change Password Screen: use this screen to change your password. Remember that the passwords are all case sensitive. 1) Click on "**Change Password**" at the left of the screen. 2) Enter your **"Old Password."** (NOTE: the Password characters will appear on the screen as *s) 3) Enter your **"New Password."** (NOTE: the Password characters will appear on the screen as *s) 4) Confirm your **"New Password"** by re-entering the Password. (NOTE: the Password characters will appear on the screen as *s) 5) Click on **"Change Password"** to complete the process.	
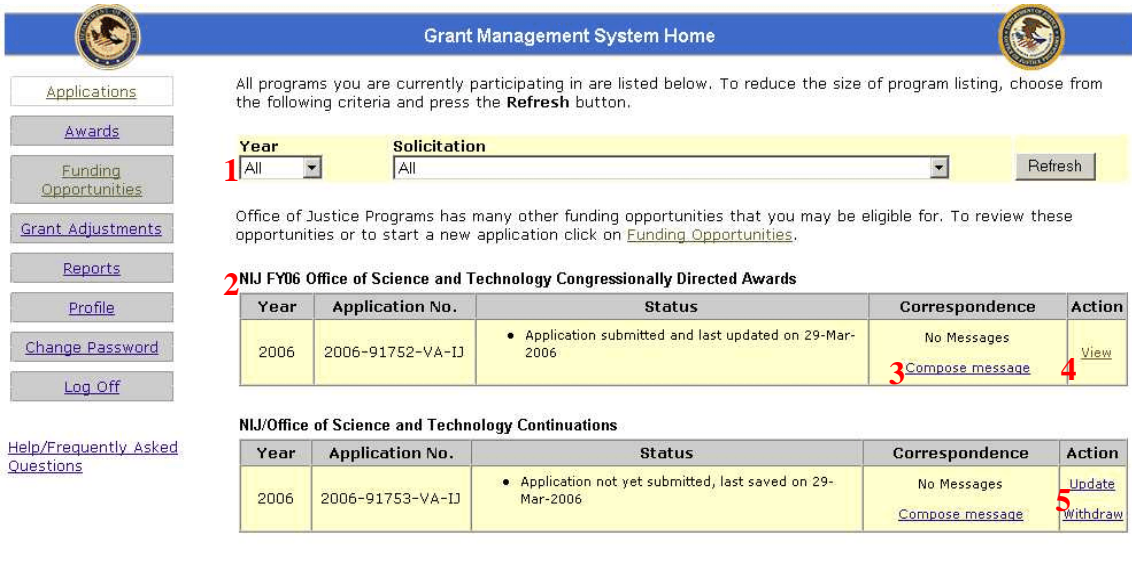
GMS – Applicant Procedures
Applicant - Main Screen Applicant Profile (AP-18)

Description	Screen
Applicant Profile Screen: use this screen to review the information you entered about the applicant. 1) Review the applicant's Federal **"Employer Identification Number (EIN) and DUNS Number."** If it is necessary to make changes click **"Update Profile"** at the bottom of the screen to make changes. 2) Review the **"Legal Name"** of the applicant. If it is necessary to make changes click **"Update Profile"** at the bottom of the screen. 3) Review the address information for the applicant. If it is necessary to make changes click **"Update Profile"** at the bottom of the screen. 4) The**"User Name"** is the only field that can not be change on the **"Profile Information "** screen. 5) Review the Authorized Representative's information starting with **"User Prefix."** If it is necessary to make changes click **"Update Profile"** at the bottom of the screen. 6) Review the Alternate Contact's information starting with **"User Prefix."** If it is necessary to make changes click **"Update Profile"** at the bottom of the screen. 7) Click **"Update Profile"** to update any information in the applicant profile. You will be taken to a screen where modifications can be made. After the modifications are complete click **"Update Profile"** at the bottom of the screen.	

Description	Screen
Return User Status Screen: use this screen to review the status of the programs you are currently participating in.

1) Select the fiscal **"Year"** and the **"Solicitation"** that you want to review by using the pull down list. The system will default to **"All"** fiscal **"Years"** and **"All"** **"Solicitations."** Click the **"Refresh"** button.

2) The system will display all programs that match the criteria you selected above.

3) Click "**Compose message"** on the specific application to send email to the Program Office. See Job Aid NIJ-16 for more information on sending email to the Program Office.

4) Click on **"View"** button to view any submitted applications in the system.

5) Click on the **"Update"** or **"Withdraw"** to modify or delete an application that has not been submitted. Click **"Update"** to review and make changes to this application. Click **"Withdraw"** to completely remove this specific application from the system. If an application has previously been submitted you will see a **"View"** link. Click **"View"** to review these applications. | |
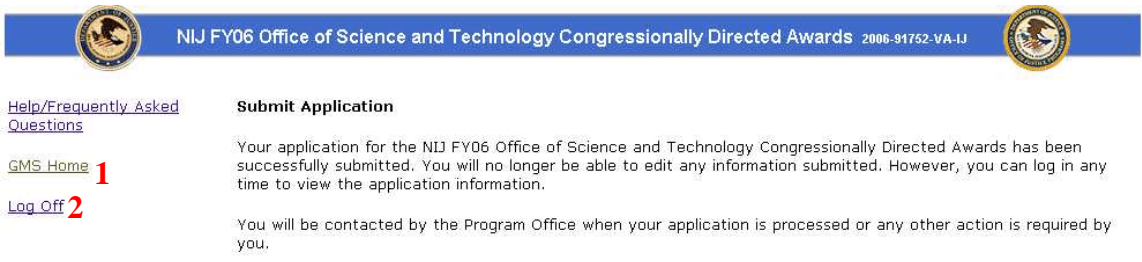
Description	Screen
Correspondence Screen: use this screen to send and receive messages in the system to and from the Program Office. Any correspondences sent or received becomes part of the official grant file for this application. 1) View the new correspondence from the Program Office by clicking **"New Mail."** This is also the default opening screen. 2) View correspondence you have previously sent to the Program Office by clicking **"Sent Mail."** 3) View old correspondence between the Program Office and yourself by clicking **"Old Mail."** 4) If you have received and messages in the system you can view **"Date, Sender,"** and **"Subject"** in this field. 5) Send a message to your point of contact at the Program Office by clicking **"Send a Message."** This will open a new frame to the right of the button. The addressee is already filled in for you. You may fill in anyone you wish to **"cc:"** in the line below it. 6) If you would like additional people to receive this correspondence enter their email in this line. This includes any Program Office staff because the system does not send a email unless valid email address are entered in this line. 7) Place the text of your original message in the field marked **"Message."** 8) Press **"Send"** to send the mail.	 9) Press **"Cancel"** to cancel the process. The mail will not be sent, you will return to the original screen, and your mail message will not be saved.
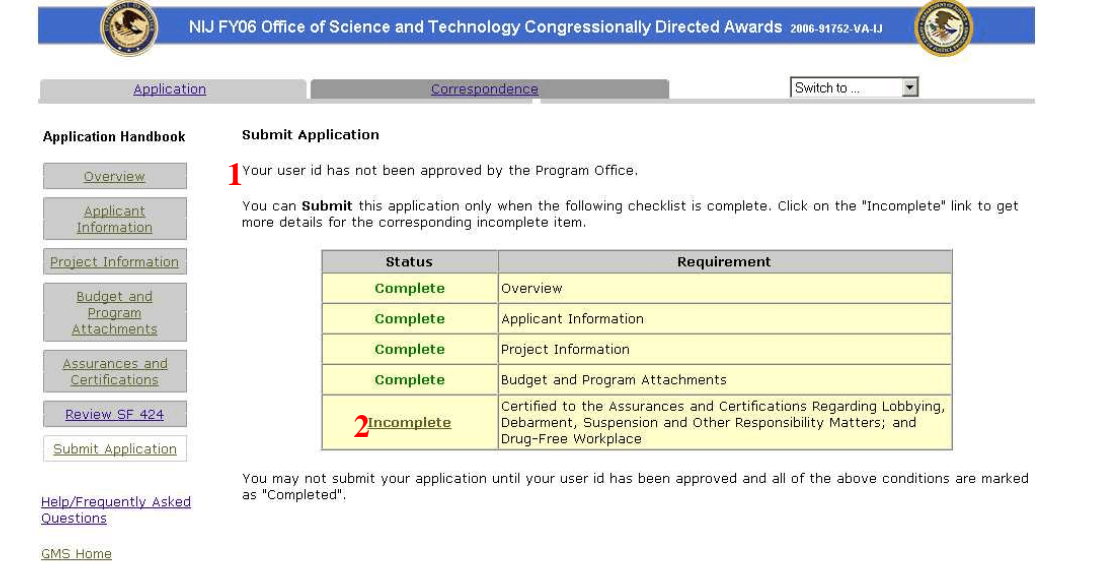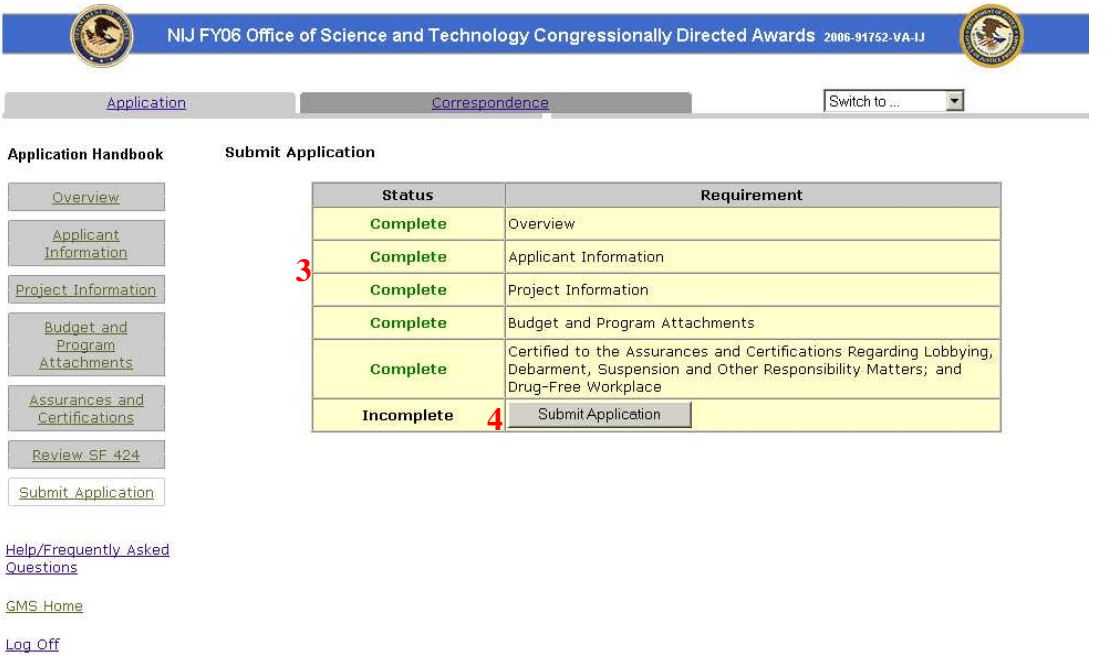
Description	Screen
Submission Confirmation Screen: this screen will confirm that your application has been successfully submitted in GMS. (NOTE: After the application has been submitted no changes or edits can be made to the application.) 1) Click on the "**GMS Home**" link to return to the **"Grants Management System Homepage."** The Homepage is the page you saw when you first entered the system. 2) Click on the **"Log Out"** link to log off of the **"Grants Management System."**	NIJ FY06 Office of Science and Technology Congressionally Directed Awards 2006-91752-VA-IJ Help/Frequently Asked Questions GMS Home **1** Log Off **2** **Submit Application** Your application for the NIJ FY06 Office of Science and Technology Congressionally Directed Awards has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information. You will be contacted by the Program Office when your application is processed or any other action is required by you.

GMS – Applicant Procedures
Applicant - Application Handbook Submit Application (AP-14)

Description	Screen
Submit Application Screen: use this screen to submit your application. (NOTE: All information must be fully complete and your **"User Id"** must be approved by the Program Office before the application can be submitted.) 1) Review this field that comments on the completion of your application. In this example, the Program Manager at the Program Office has not approved you to submit a application under this solicitation. Your application will be saved but cannot be submitted until you are approved. You will be notified via email when your **"User Id"** has been approved. 2) Notice that in this example that the Assurances and Certifications section is incomplete. You must complete all of required fields in the "**Assurances and Certifications**" section of the application. Click on the **"Incomplete"** link to return to the corresponding incomplete section. The system will provide you with more detailed information about the items that are incomplete. 3) Verify that your **"User Id"** has been approved and the status of each requirement is complete. When this is done the **"Submit Application"** button will appear. 4) Click **"Submit Application"** to complete the application process. This will allow the Program Office that posted the solicitation to view your application.	

Description	Screen
SF 424 Review Screen: use this screen to review the information you have supplied for the **"SF-424"** form. If there are areas that need correction or need to be updated, click the appropriate button on the left side of the screen. 1) Click on the **"Print a Copy"** link to print a copy of the SF-424 for your records. 2) Click on **"Overview"** link on the left side of the screen to correct inaccuracies about the "Type of Submission." 3) Click on **"Applicant Information"** to correct inaccuracies on your "Legal name, Organizational Unit, Address, and point-of-contact information." The point-of-contact may be different from the authorizing official, and indicates the person with whom contact will be maintained. 4) Click on **"Project Information"** to correct inaccuracies on your "Employer Identification Number, Type of Applicant, Type of Applications**"** and the "Name of Federal Agency" that you are applying for an award from. 5) Click on **"Project Information"** to correct inaccuracies in the "Descriptive Title" for your project and the areas affected by the project.	

SF 424 Review Screen: use this screen to review the information you have supplied for the **"SF-424"** form. If there are areas that need correction or need to be updated, click the appropriate button on the left side of the screen.

6) Click on **"Project Information"** to modify the proposed project Start Date and End Date.

7) Click on **"Project Information"** to modify your funding request, and the answers to the questions: "Is application subject to review by State Executive Order 12372 Process?" and "Is the applicant delinquent on any federal debt?"

8) Click on **"Continue"** to save your work and to move forward in the process.

NIJ FY06 Office of Science and Technology Congressionally Directed Awards 2006-91752-VA-IJ

| Application | Correspondence | Switch to ... |

Review SF-424 Print a Copy

Application Handbook

- Overview
- Applicant Information
- Project Information
- Budget and Program Attachments
- Assurances and Certifications
- Review SF 424
- Submit Application

Help/Frequently Asked Questions

GMS Home

Log Off

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION	3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5.APPLICANT INFORMATION

Legal Name	Organizational Unit
City of Grantsville	Grantsville Police Department
Address	Name and telephone number of the person to be contacted on matters involving this application
500 Elm Street Suite 1000 Grantsville, Virginia 22299-0101	Cone, Kevin (703) 555-1100
6. EMPLOYER IDENTIFICATION NUMBER (EIN)	7. TYPE OF APPLICANT
65-9876543	Municipal
8. TYPE OF APPLICATION	9. NAME OF FEDERAL AGENCY
New	National Institute of Justice
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT
NUMBER: 16.560 CFDA TITLE: CRIME JUST R & D PROJ	Grantsville Community Outreach Program

12. AREAS AFFECTED BY PROJECT

City Wide

13. PROPOSED PROJECT	14. CONGRESSIONAL DISTRICTS OF
Start Date: October 01, 2006 End Date: September 30, 2007	a. Applicant b. Project VA03

15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
Federal	$100,000	Program has not been selected by state for review
Applicant	$0	
State	$50,000	
Local	$0	
Other	$0	
Program Income	$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	$150,000	N

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Continue

GMS – Applicant Procedures
Applicant - Application Handbook Assurances and Certifications (AP-12)

Description	Screen
Assurances and Certifications: use this screen to complete the required "**Assurances and Certifications**" for this application. 1) Click on the "**Assurances**" link and a window with the assurance statement will appear. Read the document and Click "**Accept**" at the bottom of the window in order to confirm compliance of the project with Federal statutes, regulations and requirements. You must be authorized by your organization in order to click "**Accept.**" 2) Click on the "**Certifications Regarding Lobbying...**" link and a window with the certifications will appear. Read the document and Click "**Accept**" at the bottom of the window in order to comply with the stated certifications. You must be authorized by your organization in order to click "**Accept.**" 3) Read the following contact information for the organization's Authorized Representative. The Authorized Representative is the person legally authorized to enter into agreements on behalf of your agency. Review the information in the following fields and change if necessary. 4) Read the statement and check the box if the statement is correct. The individual checking this box must be the Authorized Representative or an individual delegated the authority by the organization. 5) Click "**Save and Continue**" when you have reviewed the "**Assurances and Certifications**" and completed this screen.	

Description	Screen
Budget and Program Attachments Screen: use this screen to attach the required documents to the application. If you have any questions about what documents are required for this application please reference the solicitation guidance or contact the program office that posted the funding opportunity. 1) To attach file in GMS click on the **"Attach"** button. 2) Type in the directory path for the file you wish to attach; or proceed to step five below. 3) Click on **"Browse."** A new window will open which will allow you to search for the file.	

Budget and Program Attachments Screen continued:

4) Locate the directory where you store the files that you will upload in the system.

5) Remember to sort in the drop down list marked **"File Type"** by **"All Files."**

6) Select the appropriate file and click on **"Open."** The file selection window will close.

7) Notice that the attachment window will appear with the directory path to the selected file visible in the window marked **"Attach."**

8) Click on **"Upload Your Document"** to upload your file in the system

Budget and Program Attachments Screen continued:

9) A window will appear to let you know the file is being uploaded in the system.

10) The system will display a confirmation that file has been successfully uploaded. Click the **"Close"** button to continue.

Budget and Program Attachments Screen continued:

If you would like to continue upload documents in the system you can do this by following the exact same procedures previously described.

11) To move forward to the next section of the application process click the **"Continue"** button.

Description	Screen
Project Information Screen: use this screen to enter information about the proposed project. 1) Enter the **"Descriptive Title of Applicant's Project."** The title describes the project, it should include: the title of the program as it appears in the solicitation, the name of the Federal agency responsible for the grant, your organization's fiscal year, i.e. twelve month audit period. 2) Enter the **"Areas Affected by Project."** These include the geographic area(s) that will be impacted by the project. Indicated **"Statewide"** or **"National"** if applicable. 3) Use the drop down lists to select the **"Start Date"** of the project. Use the drop down lists to select the **"End Date"** of the project. 4) Use the drop down list to select the **"Congressional District(s)"** where the project will be located as well as the **"Congressional Districts"** that will be impacted by the project. To select multiple Districts hold down the control key on your keyboard while clicking on the Districts. 5) Enter the amount of **"Federal"** funding you are requesting, the amount of **"Applicant"** Funding being supplied (if any), the amount of **"State"** Funding being received (if any), the amount of **"Local"** Funding being received (if any), the amount of funding from **"Other"** sources being received (if any), as well as any anticipated income from the program (if any) in the blocks provided. 6) Click on **"Save and Continue"** when finished.	

GMS – Applicant Procedures
Applicant - Application Handbook Applicant Information (AP-9)

Description	Screen
Applicant Information Screen: use this screen to enter information about the applicant. 1) Check **"Yes"** if the applicant is delinquent on any federal debt. Categories of debt include delinquent audit allowances, loans, and taxes. Otherwise, check **"No."** 2) Review the following fields and make revisions if required: **"Employer Identification Number, Type of Applicant, Type of Applicant (other) Organizational Unit, Legal Name, Address 1, Address 2, City, County/Parish, State, and ZIP."** See Job Aid AP-3 for descriptions of each field. 3) Review the following fields. These fields should list the name and phone number of the person to be contacted on matters involving this application. This information is pre-populated from the registration information that was supplied when the user account was created. If there is a different point of contact then that listed in your profile you can make the necessary changes. 4) Click **"Save and Continue"** when you have completed this screen.	

GMS – Applicant Procedures
Applicant - Application Handbook Overview (AP-8)

Description	Screen
Application Handbook Overview: use this screen to enter initial information about your application. 1) Check **"Construction"** if this application requests funding to be used entirely or partially for a **"Construction"** project. If not, check **"Non-Construction."** 2) Check **"Construction"** if this pre-application will request funding to be used entirely or partially for a **"Construction"** project. If this is another type of pre-application check **"Non-Construction."** 3) Use the drop down list to select the application type. 4) Skip this field unless the **"Type of Application"** is a **"Revision"** grant. If the application is for a **"Revision"** grant use the drop down list to select the type of revision. If the revision is not for an award amount or a project duration change, select **"Other"** from the list. 5) Skip this field unless **"Other"** is selected from the **"Type of Revision"** drop down menu. If **"Other"** is selected, enter the type of revision. 6) Check **"Yes"** if the applicant is subject to review by the **"State Executive Order 12372."** If you are subject to review, check **"Yes"** and use the drop down menu to select the date on which the application was made available to the state for review. 7) Check **"No"** if the program is not covered by the **"executive order 12372."** Check **"N/A"** if the program has not been selected for review. 8) Click the **"Save and Continue"** button when you have completed making changes to this page.	

Description	Screen
Main Screen Introduction continued: use the tabs across the top of the screen to access information about the status of your application(s). 7) Click **"Overview"** to begin the **"Application Handbook."** Initial information about your application will be gathered. See Job Aid NIJ-09. 8) Click **"Applicant Information"** to review or modify the contact information for your organization. See Job Aid AP-09. 9) Click **"Project Information"** to input the project information (descriptive title of project, geographic areas affected by the project, project dates, all affected congressional districts & estimated funding amounts). See Job Aid AP-10. 10) Click **"Budget and Program Attachments"** to attach the **"Budget Detail Worksheet,"** the **"Budget Narrative,"** and **"Other Program Attachments."** See Job Aid AP-11. 11) Click **"Assurances & Certifications"** to review the contact information for the Authorized Representative and to read and accept the assurances and certifications. See Job Aid AP-12. 12) Click **"Review SF 424"** to review the entire application package. See Job Aid AP-13.	 13) Click **"Submit Application"** to review the status of the application and/or to submit the application. See Job Aid NIJ-14. 14) Click here for additional help and to view Job Aids for the Grants Management System.

GMS – Applicant Procedures
Applicant - Funding Opportunities (AP-6)

Description	Screen
Funding Opportunities: utilize the following screens to search for funding opportunities for which you may be eligible to apply for. Click on **"Funding Opportunities"** at the upper left of the screen to begin. 1) Select the **"Bureau of Justice Assistance"** to select the Project Safe Neighborhoods funding opportunities you wish to apply for. The system defaults to search all program offices. 2) Select the **"Program Name"** that you want to search for by choosing **"All."** 3) Click on the **"Search"** button to begin the search according to the options you selected above. 4) Searches can be done utilizing key words. Enter the keyword in the field entitled "**Keyword Search"** and click the **"Search"** button. Entering "Project Safe Neighborhoods" would also select the appropriate solicitation for you to apply for. 5) Results for the Search conducted - **Grant Name.** 6) **"Apply Online"** link starts the application process. 7) **"Registration Deadline"** with be the latest date and time a new application can be started in the system. 8) **"Application Deadline"** is the latest date and time that a application can be submitted in the system.	

GMS – Applicant Procedures
Applicant - First Time Applicant Sign In (AP-4)

Description	Screen
Applicant Sign In: use this page to sign in after you have entered the registration information. 1) Enter your **"User ID"** in the field marked **"User ID."** In this example, the **"User ID"** is **"Grantsville."** Remember that the **"User ID"** is case sensitive. For example, if you type in **"grantsville"** you will receive an error message. 2) Enter your **"Password"** in the field marked **"Password."** This is the same **"Password"** you selected earlier, as referenced in Job Aid AP-3. Remember that the **"Password"** is case sensitive. 3) Click **"Sign In"** to access your account. You can now begin the process of applying for an OJP grant. Your **"User ID"** and **"Password"** are immediately active on the system. You can fill out your application completely; <u>however</u>, you may not submit your application to the Program Office until the Program Office has approved your **"User ID"** and **"Password"** for use in the system.	**Grant Management System** An account has been created for **Cone Kevin**, identified by the User ID **Grantsville**. You can now login to review available funding opportunities and start applications for the Department of Justice Office of Justice Program's grants. Your account status is currently restricted from completing the submission of grant applications. To successfully complete the process of submitting a grant application, your account has to be reviewed and approved by the sponsoring Program office. This account review process is automatically started as soon as you start a grant application. **Applicant Sign In** 1 User ID: [____] 2 Password: [____] 3 [Sign In]

Description	Screen
First Time User Registration Information: use this page to create a user profile and open an account in the Grants Management System. 1)Enter the applicants Dunn and Bradstreet DUNS number, this can be obtained at http://www.dunandbradstreet.com 2) Enter the applicant's **"Employer ID Number (EIN)."** Each employer received an **"EIN"** from the Internal Revenue Service. Your organization should provide you with the **"EIN."** Generally, this number can be obtained from your organization's accountant or comptroller. 3) Enter the **"Legal Name"** of your organization. The **"Legal Name"** is the name of the parent organization. For example, if you work for the City of Seattle in the Human Services Division, your **"Legal Name"** would be the City of Seattle. This will be the name used to generate an award document. 4) Enter the **"Organizational Unit."** The **"Organizational Unit"** is a subset of the **"Legal Name."** For example, if you work for the City of Seattle in the Human Services Division, your **"Organizational Unit"** is the Human Services Division. 5) Enter the **"Address"** to where official correspondence and notification should be sent. This will be the address of record. This address should be the business address of the authorized signing authority for your grant. Then enter the **"City"** and use the drop down list to select the **"State."** 6) Enter the **"Zip Code."** You must enter the full 9 digit zip code. Enter the normal 5 digit zip code in the first field and the last 4 digits in the second field. If you do not know your full 9 digit zip code click on the link **"Need help for Zip+4?"**	Grants Management System Your password must meet the following requirements: • Your password must be at least 8 characters long • Your password must contain at least three of the following four types of characters: o English uppercase o English lowercase o numeric o special • Your password must not contain significant portions of your user ID or full name **Registration Information** *Mandatory fields *Dunn and Bradstreet DUNS Number: **1** [ ] - [ ] - [ ] DUNS Number Help *Employer ID Number (EIN): **2** [ ] - [ ] *Legal Name: (Legal Jurisdiction Name) **3** [ ] *Organizational Unit: **4** [ ] *Address Line 1: **5** [ ] Address Line 2: [ ] *City [ ] County: [ ] *State: Select a State *Zip Code: **6** [ ] - [ ] Need help for ZIP+4? *Type of Applicant: Select a Type of Applicant Type of Applicant (Other): [ ] *Name Prefix: Prefix Prefix (Other): [ ] *User First Name: [ ] User Middle Initial: [ ] *User Last Name: [ ] Name Suffix: Suffix Suffix (Other): [ ] *Title: [ ] *Phone Number: [ ] - [ ] - [ ] Ext: [ ] Fax Number: [ ] - [ ] - [ ] *User E-Mail Address: [ ] *User ID (6 Character Minimum): [ ] *Password (8 Character Minimum): [ ] *Password (Confirmation): [ ] *Are you the Signing Authority? Yes ○ No ○ Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System. Create Account Go Back

7) Use the drop down list and select the **"Type of Applicant."** If the drop down list does not have an adequate description of your organization, select "**Other."** (Note: If you select other you will be required to enter a description for type of other.)

8) Use the drop down list to select the **"Prefix"** to be used before your name (i.e., Dr., Mrs., etc.). If the appropriate **"Prefix"** is not listed, select **"Other."** If **"Other"** is selected, type in your preferred prefix in the **"Prefix: (Other)"** field. If you did not choose **"Other"** skip

9) Enter your first name. Then enter your middle initial. Do not put a period after your initial. Then enter your last name in the next field. Then, enter your job title in the **"Title"** field.

10) Enter your **"Phone Number"** phone number, beginning with your area code. Enter your phone extension if appropriate. If you have a fax number, then please enter it in the next field. Next, enter the **"User E-Mail Address."**

11) Create and enter a **"User ID."** This ID must be a minimum of 6 characters and must <u>not</u> begin with a number. You will use this ID to access the system. The **"User ID"** is case sensitive.

12) Create and enter a **"Password."** The password must be a minimum of 8 characters and must <u>not</u> begin with a number. To confirm your password, type the password again in the **"Password (confirmation)"** field. Keep records of your **"User ID"** and **"Password"** and remember that they are case sensitive.

Grants Management System

Your password must meet the following requirements:

- Your password must be at least 8 characters long
- Your password must contain at least three of the following four types of characters:
  - English uppercase
  - English lowercase
  - numeric
  - special
- Your password must not contain significant portions of your user ID or full name

Registration Information
*Mandatory fields

Field	Value
*Dunn and Bradstreet DUNS Number:	[ ] - [ ] - [ ] DUNS Number Help
*Employer ID Number (EIN):	[ ] - [ ]
*Legal Name: (Legal Jurisdiction Name)	[ ]
*Organizational Unit:	[ ]
*Address Line 1:	[ ]
Address Line 2:	[ ]
*City	[ ]
County:	[ ]
*State:	Select a State
*Zip Code:	[ ] - [ ] Need help for ZIP+4?
*Type of Applicant:	**7** Select a Type of Applicant
Type of Applicant (Other):	[ ]
*Name Prefix:	**8** Prefix
Prefix (Other):	[ ]
*User First Name:	**9** [ ]
User Middle Initial:	[ ]
*User Last Name:	[ ]
Name Suffix:	Suffix
Suffix (Other):	[ ]
*Title:	[ ]
*Phone Number:	**10** [ ] - [ ] - [ ] Ext: [ ]
Fax Number:	[ ] - [ ] - [ ]
*User E-Mail Address:	[ ]
*User ID (6 Character Minimum):	**11** [ ]
*Password (8 Character Minimum):	**12** [ ]
*Password (Confirmation):	[ ]
*Are you the Signing Authority?	Yes ○ No ○

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.

Create Account   Go Back

First Time User Registration Information continued:

13) Check **"Yes"** if you are the Signing Authority. The Signing Authority is the Authorized Representative of your organization who is empowered to receive funds on behalf of the organization. In addition, the Authorized Representative must be legally authorized to enter into agreements on the organization's behalf.   Check **"No"** if you are not the Signing Authority. If you check **"No,"** a new window will appear titled **"Authorized Representative Information."** Enter the name and contact information for the Authorized Representative in this window. If you check **"Yes,"** a new window titled **"Alternate Contact Information"** will appear asking you for contact information for a person to contact if you are not available. This person will be the alternate point of contact for the application.

14) Click **"Create"** once you have filled in the contact information. After clicking **"Create,"** a new window will appear stating that **"Your information has been saved."** If you want to check or change this information, click **"Go Back."** Otherwise, click **"Close Window"** and you will return to the original **"Registration Information"** page.

15) Click **"Create Account"** if you are satisfied with the information you have entered and wish to continue. Click **"Go Back"** if you wish to delete all of the information you have entered and return to the original **"Registration Information"** page without saving your work from this window.

GMS – Applicant Procedures
Applicant - First Time User Registration Information (AP-3)

Description	Screen
First Time User Registration Information: use this page to create a user profile and open an account in the Grants Management System. 1)Enter the applicants Dunn and Bradstreet DUNS number, this can be obtained at http://www.dunandbradstreet.com 2) Enter the applicant's **"Employer ID Number (EIN)."** Each employer received an **"EIN"** from the Internal Revenue Service. Your organization should provide you with the **"EIN."** Generally, this number can be obtained from your organization's accountant or comptroller. 3) Enter the **"Legal Name"** of your organization. The **"Legal Name"** is the name of the parent organization. For example, if you work for the City of Seattle in the Human Services Division, your **"Legal Name"** would be the City of Seattle. This will be the name used to generate an award document. 4) Enter the **"Organizational Unit."** The **"Organizational Unit"** is a subset of the **"Legal Name."** For example, if you work for the City of Seattle in the Human Services Division, your **"Organizational Unit"** is the Human Services Division. 5) Enter the **"Address"** to where official correspondence and notification should be sent. This will be the address of record. This address should be the business address of the authorized signing authority for your grant. Then enter the **"City"** and use the drop down list to select the **"State."** 6) Enter the **"Zip Code."** You must enter the full 9 digit zip code. Enter the normal 5 digit zip code in the first field and the last 4 digits in the second field. If you do not know your full 9 digit zip code click on the link **"Need help for Zip+4?"**	Grants Management System Your password must meet the following requirements: • Your password must be at least 8 characters long • Your password must contain at least three of the following four types of characters: ○ English uppercase ○ English lowercase ○ numeric ○ special • Your password must not contain significant portions of your user ID or full name **Registration Information** *Mandatory fields *Dunn and Bradstreet DUNS Number: **1** [ ] - [ ] - [ ] DUNS Number Help *Employer ID Number (EIN): **2** [ ] - [ ] *Legal Name: (Legal Jurisdiction Name) **3** [ ] *Organizational Unit: **4** [ ] *Address Line 1: **5** [ ] Address Line 2: [ ] *City: [ ] County: [ ] *State: Select a State *Zip Code: **6** [ ] - [ ] Need help for ZIP+4? *Type of Applicant: Select a Type of Applicant Type of Applicant (Other): [ ] *Name Prefix: Prefix Prefix (Other): [ ] *User First Name: [ ] User Middle Initial: [ ] *User Last Name: [ ] Name Suffix: Suffix Suffix (Other): [ ] *Title: [ ] *Phone Number: [ ] - [ ] - [ ] Ext: [ ] Fax Number: [ ] - [ ] - [ ] *User E-Mail Address: [ ] *User ID (6 Character Minimum): [ ] *Password (8 Character Minimum): [ ] *Password (Confirmation): [ ] *Are you the Signing Authority? Yes ○ No ○ Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System. Create Account Go Back

7) Use the drop down list and select the **"Type of Applicant."** If the drop down list does not have an adequate description of your organization, select "**Other.**" (Note: If you select other you will be required to enter a description for type of other.)

8) Use the drop down list to select the **"Prefix"** to be used before your name (i.e., Dr., Mrs., etc.). If the appropriate **"Prefix"** is not listed, select **"Other."** If **"Other"** is selected, type in your preferred prefix in the **"Prefix: (Other)"** field. If you did not choose **"Other"** skip

9) Enter your first name. Then enter your middle initial. Do not put a period after your initial. Then enter your last name in the next field. Then, enter your job title in the **"Title"** field.

10) Enter your **"Phone Number"** phone number, beginning with your area code. Enter your phone extension if appropriate. If you have a fax number, then please enter it in the next field. Next, enter the **"User E-Mail Address."**

11) Create and enter a **"User ID."** This ID must be a minimum of 6 characters and must <u>not</u> begin with a number. You will use this ID to access the system. The **"User ID"** is case sensitive.

12) Create and enter a **"Password."** The password must be a minimum of 8 characters and must <u>not</u> begin with a number. To confirm your password, type the password again in the **"Password (confirmation)"** field. Keep records of your **"User ID"** and **"Password"** and remember that they are case sensitive.

Grants Management System

Your password must meet the following requirements:

- Your password must be at least 8 characters long
- Your password must contain at least three of the following four types of characters:
  - English uppercase
  - English lowercase
  - numeric
  - special
- Your password must not contain significant portions of your user ID or full name

Registration Information
Mandatory fields

Field	
*Dunn and Bradstreet DUNS Number:	[ ] - [ ] - [ ] DUNS Number Help
*Employer ID Number (EIN):	[ ] - [ ]
*Legal Name: (Legal Jurisdiction Name)	[ ]
*Organizational Unit:	[ ]
*Address Line 1:	[ ]
Address Line 2:	[ ]
*City	[ ]
County:	[ ]
*State:	Select a State ▼
*Zip Code:	[ ] - [ ] Need help for ZIP+4?
*Type of Applicant: **7**	Select a Type of Applicant ▼
Type of Applicant (Other):	[ ]
*Name Prefix: **8**	Prefix ▼
Prefix (Other):	[ ]
*User First Name: **9**	[ ]
User Middle Initial:	[ ]
*User Last Name:	[ ]
Name Suffix:	Suffix ▼
Suffix (Other):	[ ]
*Title:	[ ]
*Phone Number: **10**	[ ] - [ ] - [ ] Ext: [ ]
Fax Number:	[ ] - [ ] - [ ]
*User E-Mail Address:	[ ]
*User ID (6 Character Minimum): **11**	[ ]
*Password (8 Character Minimum): **12**	[ ]
*Password (Confirmation):	[ ]
*Are you the Signing Authority?	Yes ○ No ○

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.

Create Account   Go Back

First Time User Registration Information continued:

13) Check **"Yes"** if you are the Signing Authority. The Signing Authority is the Authorized Representative of your organization who is empowered to receive funds on behalf of the organization. In addition, the Authorized Representative must be legally authorized to enter into agreements on the organization's behalf. Check **"No"** if you are not the Signing Authority. If you check **"No,"** a new window will appear titled **"Authorized Representative Information."** Enter the name and contact information for the Authorized Representative in this window. If you check **"Yes,"** a new window titled **"Alternate Contact Information"** will appear asking you for contact information for a person to contact if you are not available. This person will be the alternate point of contact for the application.

14) Click **"Create"** once you have filled in the contact information. After clicking **"Create,"** a new window will appear stating that **"Your information has been saved."** If you want to check or change this information, click **"Go Back."** Otherwise, click **"Close Window"** and you will return to the original **"Registration Information"** page.

15) Click **"Create Account"** if you are satisfied with the information you have entered and wish to continue. Click **"Go Back"** if you wish to delete all of the information you have entered and return to the original **"Registration Information"** page without saving your work from this window.

GMS – Applicant Procedures
Applicant - Sign In Screen (AP-2)

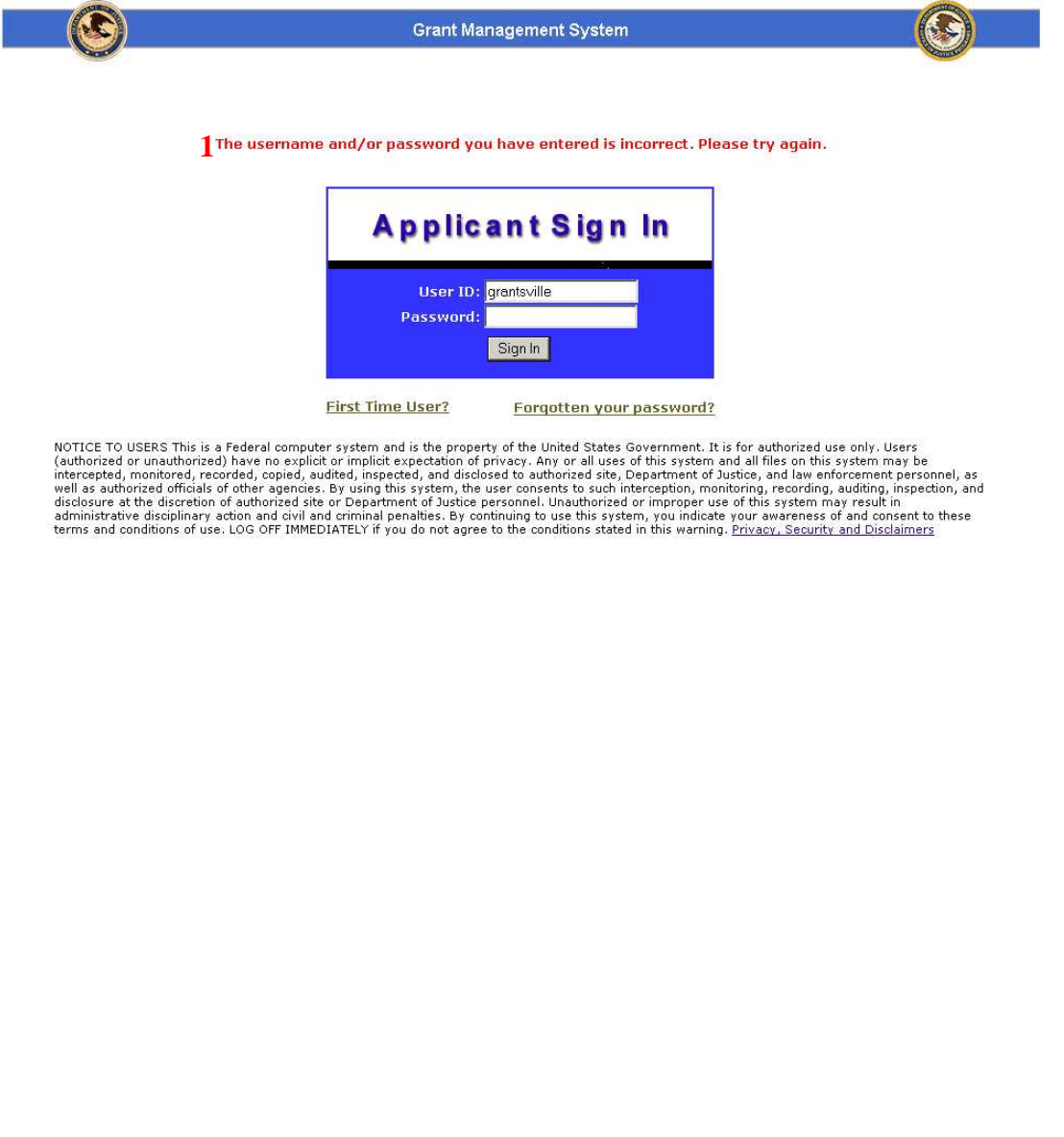| Description	Screen
Applicant Sign In page: use this screen to sign in to GMS if you are a returning user or use this screen to begin the process of applying for access to the system. 1) Enter your **"User ID."** The **"User ID"** is case sensitive. 2) Enter your **"Password."** The **"Password"** is case sensitive. 3) Click on **"Sign In"** after entering your **"User ID"** and **"Password."** 4) Click on the **"First Time User"** link if you are a first time user. This link will help you create an account for the GMS system. You will also create a **"User ID"** and **"Password."** 5) Click on **"Forgotten your password"** to retrieve a lost password. Or, call the GMS Hotline at 1-888-549-9901 option 5 to create a new password. See Job Aid AP-20 for additional information.	Grant Management System **Applicant Sign In** **1** User ID: [ ] **2** Password: [ ] **3** Sign In First Time User? Forgotten your password? **4** **5** NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. Privacy, Security and Disclaimers

Description	Screen
Sign In Error Message Screen: use this screen to correct errors received at login. 1) Read the error statement that appears due to an Invalid Login Attempt. Remember that the **"User ID"** and **"Password"** are case sensitive. If the error still persists after entering the correct **"User ID"** and **"Password,"** please contact the Help Desk at 1-888-549-9901 and choose Option 3 or send an email to GMS.Helpdesk@usdoj.gov. *** Remember to record your new password for your records. Also remember that the password is case sensitive.**	